

**Minutes**  
**Wylie Economic Development Corporation**  
**Board of Directors Meeting**

Wednesday, April 19, 2017 – 6:30 A.M.  
WEDC Offices – Conference Room  
250 South Highway 78 – Wylie, Texas

**CALL TO ORDER**

---

*Announce the presence of a Quorum*

President Marvin Fuller called the meeting to order at 6:33 a.m. Board Members present were John Yeager, Todd Wintters and Bryan Brokaw. Demond Dawkins arrived at 6:37 a.m.

Ex-officio member Mindy Manson, City Manager was present.

WEDC staff present was Executive Director Sam Satterwhite, Assistant Director Jason Greiner and Senior Assistant Angel Wygant.

**CITIZEN PARTICIPATION**

---

President Fuller welcomed citizen guests Lynn Grimes and Ian McGregor. Ms. Grimes reminded the Board that Taste of Wylie was scheduled for Monday, April 24<sup>th</sup> with 27 restaurants participating in this year's event. She encouraged Board members to attend if they were available.

With no further citizen participation, President Fuller proceeded to Action Items.

**ACTION ITEMS**

---

**ITEM NO. 1 – Consider and act upon approval of the March 21, 2017 Minutes of the Wylie Economic Development Corporation (WEDC) Board of Directors Meeting.**

**MOTION:** A motion was made by Todd Wintters and seconded by John Yeager to approve the March 21, 2017 Minutes of the Wylie Economic Development Corporation. The WEDC Board voted 4 – FOR and 0 – AGAINST in favor of the motion.

**ITEM NO. 2 – Consider and act upon approval of the March 2017 WEDC Treasurers Report.**

**MOTION:** A motion was made by John Yeager and seconded by Todd Wintters to approve the March 2017 Treasurers Report for the Wylie Economic Development Corporation. The WEDC Board voted 5 – FOR and 0 – AGAINST in favor of the motion.

**ITEM NO. 3 – Consider and act upon amending the Regular Meeting date and time for the WEDC Board of Directors.**

Staff reviewed that Section 4.07 of the WEDC By-laws states that the President of the Board shall set a regular meeting date and time. In June of 2016, the WEDC Board set the third Friday of each month at 6:30 a.m. as the regular date and time for FY 2016 - 2017.

Board Members discussed at the March Board Meeting the possibility of a mid-week date for the regularly scheduled meetings. Staff commented that a Tuesday or Wednesday meeting would require a Friday posting and facilitate a timelier packet delivery. The Board indicated during discussion that a Wednesday morning meeting would be preferable

**MOTION:** A motion was made by Bryan Brokaw and seconded by John Yeager to change the Regular Meeting time/date to the third Wednesday of each month at 6:30 a.m. The WEDC Board voted 5 – FOR and 0 – AGAINST in favor of the motion.

**ITEM NO. 4 - Consider and act upon a FY 2016-2017 Mid-Year Budget Amendment.**

Staff presented that to accommodate unanticipated Revenues and Expenses, a mid-year amendment to the FY 16 - 17 Budget is required and must be presented to the Wylie City Council. Changes to the budget were provided as follows:

Revenue - Sales tax for FY 16 – 17 was budgeted at \$2,467,295 with actuals projected at \$2,696,642 creating a net increase of \$229,347. There were also three tenants unaccounted for during the budget cycle generating \$41,700 in lease income.

Staff also reviewed an adjustment made to the Unreserved Beginning Fund Balance as of 10-1-16 which increases total available WEDC resources by \$796,457. This increase is a result of insurance proceeds received after the budget was developed, sales tax receipts over and above budget projections, and delayed expenditures within FY 15 – 16.

Expense - Personnel changes are a result of salary increases post budget approval. Increases within Special Services includes remodeling Commerce, CFA Voluntary Clean Up Program (VCP), Wallace/Commerce MSD/VCP, Jarrard Phase I Environmental, and demolition costs for Wallace (\$125,000) McMillan (\$12,000) and Jarrard (\$15,000). Increases within Land Purchase are a result of WEDC acquisition of the Jarrard Property (201 Industrial Ct.), Wallace/Dallas Whirlpool Property (900-908 Kirby St.), and the proposed McMillan purchase (105 N. Jackson). Finally, Streets & Alleys will be over budget by \$295,400 due to increased expenses associated with site improvements for the Highway 78 pad sites, in addition to parking/alley improvements on Ballard Street.

Staff recommended that the WEDC Board of Directors approve a FY 2016-2017 Mid-Year Budget Amendment increasing Revenues by \$272,477 and Expenses by \$799,413.

**MOTION:** A motion was made by Todd Wintters and seconded by John Yeager to approve a FY 2016-2017 Mid-Year Budget Amendment increasing Revenues to \$272,477 and Expenses to \$799,413. The WEDC Board voted 5 – FOR and 0 – AGAINST in favor of the motion.

**ITEM NO. 5 – Consider and act upon issues surrounding an Amendment to the Performance Agreement between McClure Partners Development Company, LLC and the WEDC.**

Staff reviewed for the Board that under the terms of Section 2 (b) of the Performance Agreement McClure must “complete construction of not less than one, six-thousand square foot commercial

structure on the Williford Tracts as evidenced by a Certificate of Occupancy not later than September 30, 2017.”

While construction has been moving forward rapidly in the construction of the restaurant pad sites located on the F.M. 544 frontage, unforeseen construction delays have occurred on the building located on the Williford Tracts. McClure has requested an extension of the time period by which they must receive a Certificate of Occupancy for this building from September 30<sup>th</sup> to November 30, 2017.

Staff is confident that McClure has diligently been pursuing completion of the project and has no reason to not consider the request. McClure is significantly motivated to complete the project as the owner, Inverness Pharmacy, will soon be out of compliance with their existing lease. Staff would however request that the Board consider a December 31<sup>st</sup> completion date to allow for even more time in the event weather continues to be an issue. So long as all improvements are complete by January 1<sup>st</sup>, there will be 100% value on the tax rolls which minimizes any delay between November and December.

Staff recommended that the WEDC Board of Directors approve a First Amendment to Performance Agreement extending the date by which McClure Partners Development, LLC must obtain a Certificate of Occupancy to December 31, 2017.

**MOTION:** A motion was made by John Yeager and seconded by Demond Dawkins to approve a First Amendment to the Performance Agreement extending the date by which McClure Partners Development, LLC must obtain a Certificate of Occupancy to December 31, 2017. The WEDC Board voted 5 – FOR and 0 – AGAINST in favor of the motion.

Mayor Eric Hogue arrived at 7:10 a.m.

## **DISCUSSION ITEMS**

---

**ITEM NO. 6** – Staff report: Staff reviewed issues surrounding WEDC Performance Agreement Summary, Environmental Activity Summary, Highway 78 WEDC Pad Sites, 100 Oak Street, F.M. 544 pad sites, Metalbilia, Promotional Activities, and regional housing starts.

Demond Dawkins left at 7:28 a.m.

No action was requested by staff for this item.

## **EXECUTIVE SESSION**

---

*Recessed into Closed Session at 7:33 a.m. in compliance with Section 551.001, et.seq. Texas Government Code, to wit:*

Demond Dawkins returned at 7:36 a.m.

**Section 551.072** (Real Estate) of the Local Government Code, Vernon’s Texas Code Annotated (Open Meetings Act). Consider the sale or acquisition of properties located near the intersection of:

- Commerce & F.M. 544

- Ballard & College
- F.M. 544 & Hwy 78
- Birmingham & Hwy 78

**Section 551.087** (Economic Development) of the Local Government Code, Vernon's Texas Code Annotated (Open Meetings Act).

- Project 2016-1b
- Project 2016-10a
- Project 2017-1a
- Project 2017-2a
- Project 2017-3b

**RECONVENE INTO OPEN MEETING**

---

The WEDC Board of Directors reconvened into open session at 9:01 a.m. and took no action.

**ADJOURNMENT**

---

With no further business, President Fuller adjourned the WEDC Board meeting at 9:02 a.m.



---

**Marvin Fuller, President**

**ATTEST:**



---

**Samuel Satterwhite, Director**